



ARCHIVISTS ROUND TABLE OF METROPOLITAN NEW YORK, INC. BOARD MEETING
September 23, 2014

The
**Archivists
Round Table**
of Metropolitan
New York,
Inc.

P.O. Box 151
New York
NY
10274-0154

PRESENT:

President, Ryan Anthony Donaldson
Vice President, Janet Bunde
Treasurer, Lindsay Turley
Secretary, Erin Allsop
Director, Membership Committee, Tamar Zeffren
Director, Communications Committee, Alice Merchant
Director, Programming Committee, Nick Pavlik
Director, Education Committee, Julie Maher

Director, Outreach & Advocacy Committee, Tiffany Nixon (not present)

DISCUSSION OF NEW BUSINESS

This is the first board meeting of the new A.R.T. year. Topics that were discussed include the Theme of Sustainability, Knowledge Management Projects, as well as Branding, Promotions, and Public Relations opportunities.

Lindsay Turley (Treasurer) reported on the budget; the Board discussed. The Board discussed the process of submitting financial transactions as well as the follow up email for those transactions.

Alice Merchant (Communications) discussed various knowledge management projects and ideas regarding the A.R.T. website platform of Wild Apricot, social media strategies that will help promote the organization, as well as a standardization of board and organization documents. All of these topics align with the theme of sustainability.

Board discussed the possibility of separating the Outreach & Advocacy committee into two autonomous bodies; Lindsey Turley to research by-laws regarding this process. No decision was made at this time.

Nicholas Pavlik (Programming) discussed new event opportunities for the year; including the “Lights!Camera!Archives” event with *Boardwalk Empire* event taking place on November 4th; the need to reschedule the Theatre Archives event to sometime between November and January due to the construction schedule of venue at La MaMa Theatre; and the student social...Tamar Zeffren (Membership) is working on set up and event management.

The board discussed new branding and PR opportunities with John Seckler, graphic designer, via conference call. Opportunities for new items were discussed (banner, “swag bag items”) as well as the design for the 2014 New York Archives Week program.



The following reports were presented at the meeting:
 1. Treasurer's Report (Budget)

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2014-2015 Budget 06222014.xls

2014-2015 Budget

as of 9/18/2014

ARCHIVES WEEK	ACTUAL 2013-2014	Budgeted 2014-2015	ACTUAL 2013-2014	DIFFERENCE BETWEEN BUDGET AND ACTUAL 2014-2015
Expenses				
Awards Ceremony	\$ 4,353.00	\$ 6,200.00	\$ 450.00	\$ -5,500.00
IC12	\$ 1,187.00	\$ 1,000.00	\$ -	\$ 1,000.00
Layout Spend	\$ 275.00	\$ 300.00	\$ -	\$ 300.00
Symposium	\$ 1,507.00	\$ 1,400.00	\$ -	\$ 1,500.00
Total Expenses	\$ 7,322.00	\$ 8,900.00	\$ 450.00	\$ 8,200.00
Revenue				
Grants	\$ 6,000.00	\$ 6,200.00	\$ 7,500.00	\$ 1,500.00
Sponsorships	\$ 300.00	\$ 1,500.00	\$ -	\$ (1,500.00)
Total Archives Week Revenue	\$ 6,300.00	\$ 7,700.00	\$ 7,500.00	\$ 1,500.00

MONTHLY PROGRAMS	ACTUAL 2013-2014	Proposed 2014-2015	ACTUAL 2013-2014	DIFFERENCE BETWEEN BUDGET AND ACTUAL 2013-2014
Expenses				
Monthly Events	\$ 3,742.00	\$ 2,500.00	\$ -	\$ 2,500.00
Discussion groups	\$ 43.00	\$ 50.00	\$ -	\$ 50.00
Annual Business Meeting	\$ 34.00	\$ 1,500.00	\$ -	\$ 1,500.00
Holiday Party	\$ 2,609.00	\$ 2,750.00	\$ -	\$ 2,750.00
Total Expenses	\$ 6,428.00	\$ 6,800.00	\$ -	\$ 6,800.00
Revenue				
Program Revenue	\$ 2,120.00	\$ 3,500.00	\$ 10.00	\$ (3,480.00)
Holiday Party Revenue	\$ 2,040.00	\$ 2,000.00	\$ -	\$ (2,000.00)
Total Revenue	\$ 4,160.00	\$ 5,500.00	\$ 10.00	\$ 5,490.00

OUTREACH PROJECTED EXPENSES	ACTUAL 2013-2014	Proposed 2014-2015	ACTUAL 2013-2014	DIFFERENCE BETWEEN BUDGET AND ACTUAL 2013-2014
Schaeffer Hunt	\$ 1,027.47	\$ 2,000.00	\$ -	\$ 2,000.00
Total Expenses	\$ 1,027.47	\$ 2,000.00	\$ -	\$ 2,000.00

as of 9/18/2014

COMMUNICATIONS PROJECTED EXPENSES	ACTUAL 2013-2014	Proposed 2014-2015	ACTUAL 2013-2014	DIFFERENCE BETWEEN BUDGET AND ACTUAL 2013-2014
Expenses				
Metropolitan Archivist	\$ 500.00	\$ 500.00	\$ -	\$ 500.00
MA Meeting refreshments	\$ 50.00	\$ 50.00	\$ -	\$ 50.00
Media Outreach	\$ 65.27	\$ 70.00	\$ -	\$ 70.00
Website Refresh	\$ -	\$ 3,000.00	\$ -	\$ 3,000.00
Research Project	\$ 100.00	\$ 400.00	\$ -	\$ 400.00
Total Expenses	\$ 685.27	\$ 4,020.00	\$ -	\$ 4,020.00
Revenue				
Metropolitan Archivist Adv.	\$ -	\$ 1,500.00	\$ -	\$ (1,500.00)
Total Revenue	\$ -	\$ 1,500.00	\$ -	\$ (1,500.00)

as of 9/18/2014

EDUCATION PROJECTED EXPENSES	ACTUAL 2013-2014	Proposed 2014-2015	ACTUAL 2013-2014	DIFFERENCE BETWEEN BUDGET AND ACTUAL 2013-2014
Expenses				
Workshops	\$ 3,253.14	\$ 3,000.00	\$ -	\$ 3,000.00
Revenue	\$ 3,253.14	\$ 3,000.00	\$ -	\$ (253.14)
Education Revenue	\$ -	\$ 3,000.00	\$ -	\$ (3,000.00)

as of 9/18/2014

MEMBERSHIP PROJECTED EXPENSES	ACTUAL 2013-2014	Proposed 2014-2015	ACTUAL 2013-2014	DIFFERENCE BETWEEN BUDGET AND ACTUAL 2013-2014
Expenses				
Student Outreach	\$ 200.00	\$ 200.00	\$ -	\$ 200.00
Web/Membership Service	\$ 2,083.73	\$ 2,400.00	\$ -	\$ 2,400.00
Total Expenses	\$ 2,883.73	\$ 2,600.00	\$ -	\$ 2,600.00
Revenue				
Membership	\$ 10,268.00	\$ 14,500.00	\$ 4,408.00	\$ (10,092.00)
Donations	\$ 615.00	\$ -	\$ 120.00	\$ 600.00
Total Membership Revenue	\$ 10,883.00	\$ 14,500.00	\$ 4,528.00	\$ (9,217.00)

as of 9/18/2014

SECRETARY PROJECTED EXPENSES	ACTUAL 2013-2014	Proposed 2014-2015	ACTUAL 2013-2014	DIFFERENCE BETWEEN BUDGET AND ACTUAL 2013-2014
Expenses				
Insurance	\$ 1,061.00	\$ 1,050.00	\$ -	\$ 1,050.00
Supplies	\$ 14.00	\$ 25.00	\$ -	\$ 25.00
Transportation (to pick up records from Board)	\$ -	\$ 450.00	\$ -	\$ 450.00
Jet ARCHIVES STORAGE	\$ -	\$ 1,150.00	\$ -	\$ 1,150.00
Total Expenses	\$ 1,075.00	\$ 2,675.00	\$ -	\$ 2,675.00

as of 9/18/2014

TREASURER PROJECTED EXPENSES	ACTUAL 2013-2014	Proposed 2014-2015	ACTUAL 2013-2014	DIFFERENCE BETWEEN BUDGET AND ACTUAL 2013-2014
Expenses				
Bank Fees	\$ 87.12	\$ 65.00	\$ 1.40	\$ 83.00
Postage - Treasurer	\$ 34.31	\$ 35.00	\$ -	\$ 35.00
QuillBooks	\$ 207.00	\$ 250.00	\$ 48.00	\$ 207.00
Tax Preparation	\$ 35.00	\$ 110.00	\$ -	\$ 75.00
Payroll Fees	\$ 772.71	\$ 1,148.70	\$ 148.00	\$ 696.00
Total Expenses	\$ 1,136.14	\$ 1,608.70	\$ 197.40	\$ 2,083.74
Revenue				
Bank Interest	\$ 33.94	\$ 30.00	\$ 4.78	\$ (31.20)

as of 9/18/2014

ADVOCACY PROJECTED EXPENSES	ACTUAL 2013-2014	Proposed 2014-2015	ACTUAL 2013-2014	DIFFERENCE BETWEEN BUDGET AND ACTUAL 2013-2014
Expenses				
Advocacy Program Costs	\$ 120.30	\$ 300.00	\$ -	\$ 300.00
Total Expenses	\$ 120.30	\$ 300.00	\$ -	\$ 300.00

as of 9/18/2014

PRESIDENT and GENERAL	ACTUAL 2013-2014	Proposed 2014-2015	ACTUAL 2013-2014	DIFFERENCE BETWEEN BUDGET AND ACTUAL 2013-2014
Wythe	\$ 350.40	\$ 300.00	\$ 89.85	\$ 200.15
P.O. Box	\$ 124.00	\$ 110.00	\$ -	\$ 110.00
E-Mail/Wap Domain	\$ 62.84	\$ 80.00	\$ -	\$ 80.00
Postage - President	\$ -	\$ 35.00	\$ -	\$ 35.00
President Development Fund	\$ -	\$ 250.00	\$ -	\$ 250.00
Total	\$ 537.24	\$ 875.00	\$ 89.85	\$ 785.15
Grand Total Expenses	\$ 24,346.00	\$ 34,015.76	\$ 732.34	\$ 33,283.42
Grand total revenue	\$ 25,468.94	\$ 32,736.00	\$ 12,739.70	\$ -18,496.22